

## National ABC Template for FWMA

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

### Most common ABC work activities:

If you are generally engaged in THE WORK OF A Fish and Wildlife Management Assistance Office, the codes below should represent most of what you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are intended to help you quickly find activities that relate to your work. The majority of employees working in a FWMA office should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work

([http://www.fws.gov/planning/ABC/activities\\_and\\_definitions.html](http://www.fws.gov/planning/ABC/activities_and_definitions.html)).

You can also request help on selecting activities through the Service's online helpdesk

(<http://www.fws.gov/planning/Help/helpdesk.html>).

4A: Provide and Manage Opportunities for Quality Wildlife Dependent Recreation ( <i>Public Use</i> )
5D: Develop and Manage Partnerships
5E: Consult and Coordinate with Native American Tribes
93: Attend Training
A2: Plan and Implement Candidate Conservation Actions
D2: Implement Recovery Actions for T&E Species
J2: Produce and Reintroduce Aquatic Species for Non T&E Species Conservation ( <i>Aquatic Species Conservation and Management</i> )
L4: Manage Harvest for Fisheries
M2: Survey, Assess and Monitor Non T&E Aquatic Species
N4: Prevent, Manage and Control Aquatic Plants
N5: Prevent, Manage and Control Invasive Aquatic Animals
S4: Develop Strategic Landscape Based Plans and Projects
S5: Develop Habitat Management Plan
W4: Restore Riparian/Stream Habitats
Z2: Review and Develop Environmental Provisions for Federal Projects, Plans, and Permits

### Other common activities across FWMA:

The activities listed below are not used as commonly across FWMA offices. However, there are employees that perform specialty functions or auxiliary duties. The activities in this list are

meant to capture those duties.

<b>5B: Develop and Provide Information and Educational Materials and Activities</b>
<b>5C: Manage Volunteers and Community Partnerships</b>
<b>7E: Administer Other Domestic and International Grants and Co-operative Agreements (Avoid confusion with 7F, Monitor Grant Programs and Projects)</b>
<b>8G: Maintain Buildings</b>
<b>E4: Provide ESA Section 7 Consultations for Hydropower to Other Federal Agencies</b>
<b>EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire</b>
<b>F2: Evaluate Need for, Process and Monitor HCP Permit Applications</b>
<b>K2: Develop Species Management Plans for Non T&amp;E Species</b>
<b>L6: Manage Alaska Subsistence Harvest Other Than Marine Mammals</b>
<b>M7: Survey, Assess, Monitor Non T&amp;E Wildlife and Plants Other Than Aquatic and Migratory Bird Species</b>
<b>N5: Prevent, Manage and Control Invasive Aquatic Animals</b>
<b>T4: Inventory, Assess, and Monitor Riparian/Stream Habitats</b>
<b>V4: Manage and Protect Riparian/Stream Habitat</b>
<b>W2: Restore Wetlands</b>
<b>W5: Restore Marine and Coastal Habitats</b>

## Support and other administrative functions:

Many FWMA offices perform some degree of support functions such as providing office support, financial operations, or developing educational materials. The activities listed below reflect support activities that are commonly performed at FWMA offices. Employees who do not spend a material amount of time (>10% in a **given pay period**) performing these functions are not required to, but are welcome to code this work.

<b>8A: Provide Leased Space Operations and Program Management</b>
<b>8P: Inventory DOI Facilities and Assess Facility Condition</b>
<b>9P: Operate, Maintain and Manage IT Investments</b>
<b>9R: Perform Financial Management Operations</b>
<b>9S: Conduct Strategic Planning and Performance Management</b>
<b>9W: Manage Purchases, Contracts and Acquisitions</b>
<b>9X: Provide Office Support</b>
<b>9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services</b>